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ABSTRACT

This guide explains the regulations that govern Head Start staff's political participation and lobbying activities in an effort to assist staff in becoming politically proactive and strengthen the voice of Head Start. The guide begins with an introductory section which describes the regulations for political involvement with which Head Start programs must comply. This section also describes the permitted political activities Head Start program administrators and staff may engage in as private citizens on their own time. The second section describes Head Start political involvement, those activities which can be done on Head Start's time and what one can and cannot do with program resources. The third section explains the National Voter Registration Act, which makes it easier to register to vote and describes where and how to register to vote, while the fourth section describes voter registration and explains helping communities register to vote. The fifth section is entitled "Get Out the Vote" and provides the ten rules that will ensure a successful voter registration campaign. The final section, "Powerful Letters and More," contains multiple strategies that staff, independent of Head Start, can embrace to become a successful advocate. (SD)

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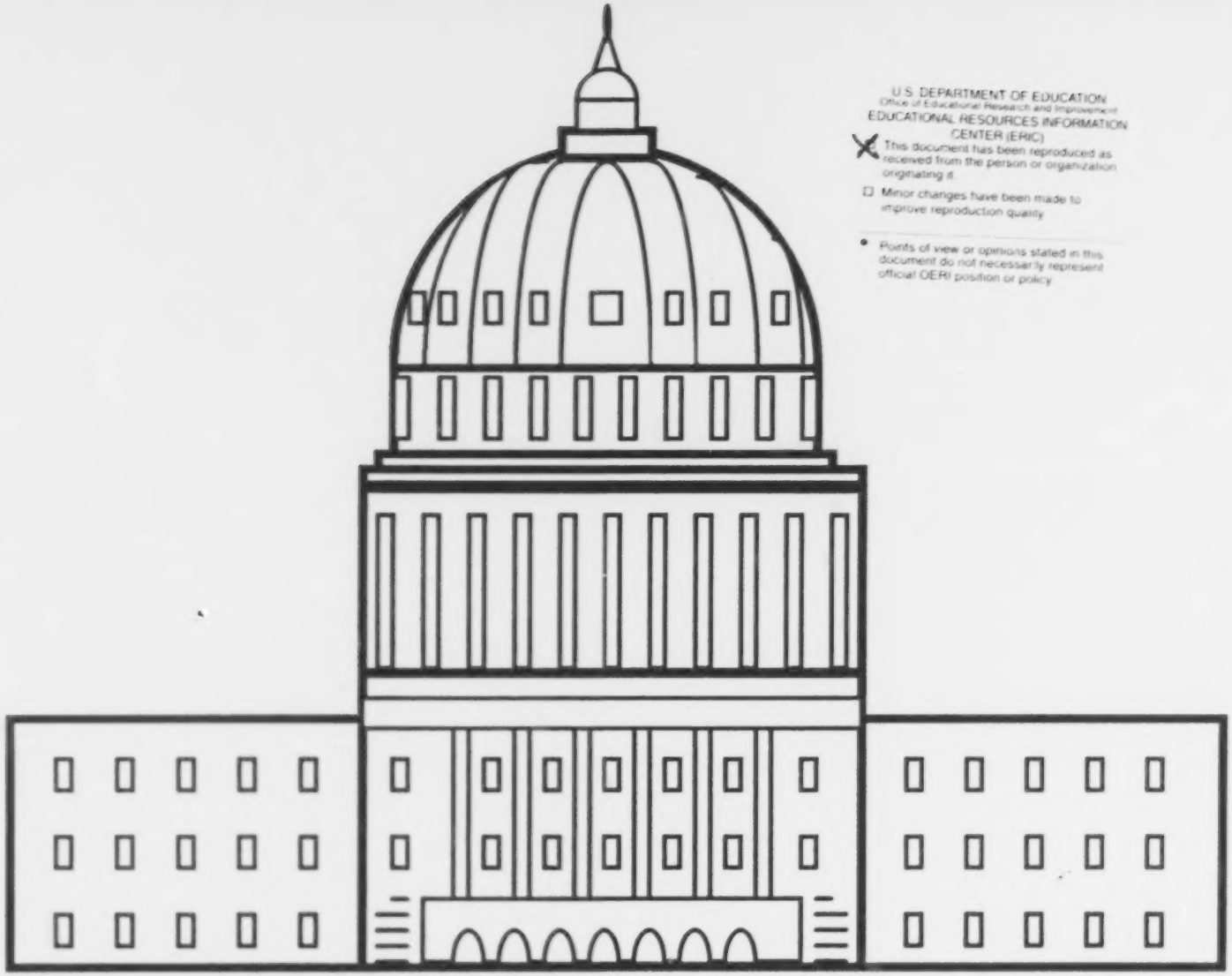

VOTER PARTICIPATION AND LOBBYING GUIDE FOR HEAD START STAFF, PARENTS AND FRIENDS

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Activities on your own time . . .

• POWERFUL LETTERS AND MORE •

Activities on your own time . . .

• GET OUT THE VOTE •

Activities on your own time . . .

• VOTER REGISTRATION •

Activities on your own time . . .

• NATIONAL VOTER REGISTRATION ACT •

Activities on Head Start's time . . .

• HEAD START POLITICAL INVOLVEMENT •

• INTRODUCTION •

Inside . . .

• **INTRODUCTION** ..... *Why you need to be involved in the political process.*

<u>*Activities on Head Start's time*</u>—what you *can* and *can't* do with program resources.

• **HEAD START POLITICAL INVOLVEMENT** ..... *Voter participation and lobbying laws.*

<u>*Activities on your own time*</u>—what you can do as a private citizen.

• **NATIONAL VOTER REGISTRATION ACT** ..... *Where and how to register to vote.*

• **VOTER REGISTRATION** ..... *Helping communities register to vote.*

• **GET OUT THE VOTE** ..... *Ensuring your voter-registration campaign is a success.*

• **POWERFUL LETTERS AND MORE** ..... *Other activities you should do on your own time.*

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INTRODUCTION

The Head Start community aims to protect the future and well-being of the country's most precious commodity—our children. To do this well, Head Start staff, parents and friends must become active in all areas that concern children. This includes understanding and keeping abreast of legislative issues, and voting in every election.

Without using program resources, you must also educate your community and the members of your federal, state, and local legislatures in issues affecting children in poverty. While it is illegal for Head Start programs to use federal dollars to influence the political process in any way, there are allowable activities in which programs can participate. There are even more activities that you, as a private citizen, can do.

The NHSA ***Voter Participation and Lobbying Guide*** will help you and your Head Start program become politically proactive—greatly strengthening the voice of Head Start. The guide will tell you the do's and don'ts of Head Start political involvement. And it will provide you with techniques for increasing your community's political participation.

The regulations in this guide might seem overwhelming at first, but it's important that you learn them. Understanding the political activities that are legally acceptable (and the ones that are not) will protect your Head Start program from losing its funding—a strong possibility if laws are broken.

Head Start programs must comply with two sets of regulations:

• Voter participation and political campaign regulations. Voter participation and political campaign activities relate to attempting to elect persons to public office.
• Lobbying regulations. Lobbying is attempting to influence the passage of legislation.

Regulations for both sets of activities are covered in five publications:
• The Head Start Authorizing Act.
• The Department of Labor, Health and Human Services, and Education Appropriations Bill.
• The Hatch Act.
• The Office of Management and Budget's Circular A-122.
• IRS regulations for lobbying (if the Head Start agency is 501(c)(3) tax-exempt).

The guide addresses all of these measures under "Head Start Political Involvement."

Although regulations limit the political activities of Head Start programs and their staffs, private citizens—including Head Start staff on their "own time"—may legally engage in numerous political activities.

Your first step toward influencing political change as a private citizen is to register to vote. The third section of the NHSA ***Voter Participation and Lobbying Guide*** explains the *National Voter Registration Act,* which makes it easy for you to register. In "Voter Registration" you will learn how to organize a campaign to register communities to vote. In "Get Out the Vote" you are provided the ten rules that will ensure your campaign is a success.

The last section of the guide, "Powerful Letters and More," contains multiple strategies that you—independent of Head Start—can embrace to become a successful advocate.

After you read this guide, you might feel that your hands are tied by the regulations that govern your voter participation and lobbying activities. But these regulations are the law, and it is imperative that you become familiar with them. Taking the time to study this guide will protect your Head Start program, and make you a powerful defender of children's rights. If you have questions that are unanswered or a particular situation that you think is unclear, contact your local legal services program or state attorney's office.

• HEAD START POLITICAL INVOLVEMENT •

HEAD START POLITICAL INVOLVEMENT

Voter Participation and Lobbying Laws for Head Start

REMEMBER:

No federal funds, program services paid for by federal funds, Head Start agency-owned equipment, facilities, or supplies, or employees on program time may be used for voter participation or lobbying activities. All activities must be nonpartisan. Violation of either or both can result in loss of your federal grant from the Department of Health and Human Services, and/or tax penalties from the IRS.

Regulations Governing Voter Participation and Political Campaign Activities

Regulations in the Head Start Act, OMB Circular A-122 and the Hatch Act, prohibit a Head Start agency from participating in any political campaign *for* or *against* any candidate—any activities *must* be nonpartisan and *must* be done *without* federal funds. For example, if your program is conducting a voter education program about the candidates, it must include all candidates for a particular office and all their viewpoints without bias.

I. The Head Start Authorizing Act

Language under Chapter 105: Community Services Programs, subchapter II: Head Start Programs:

> (a) For purposes of chapter 15 of title 5, United States Code, any agency which assumes responsibility for planning, developing, and coordinating Head Start programs and receives assistance under this subchapter shall be deemed to be a State or local agency. For purposes of clause (1) and (2) of section 150(a) of such

> title, any agency receiving assistance under this subchapter shall be deemed to be a State or local agency.
>
> (b) Programs assisted under this subchapter shall not be carried on in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with:
>
> (1) any partisan or nonpartisan political activity or any other political activity associated with a candidate, or contending faction or group, in an election for public office;
>
> (2) any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any such election; or
>
> (3) any voter registration activity.
>
> The Secretary, after consultation with the Office of Personnel Management, shall issue rules and regulations to provide for the enforcement of this section, which

shall include provisions for summary suspension of assistance or other action necessary to permit enforcement on an emergency basis.

Laymen's Language: Head Start federal funds; funds considered a match for federal funds, including in-kind resources; Head Start services, or Head Start employees *may not be used* for any political activities; to provide transportation to or from voting polls, and/or voter registration.

II. The Hatch Act

Under the Hatch Act language found in § 1502 of Title 5, United States: Influencing elections; taking part in political campaigns; prohibitions; exceptions, Head Start employees are prohibited from:

> (1) using their official authority to influence for the purpose of interfering with or affecting the result of an election or a nomination for office;
>
> (2) directly or indirectly coercing, attempting to coerce, commanding or advising a State or local officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes; or
>
> (3) being a candidate for a partisan elective office.

Political activity restrictions apply equally for full-time and part-time employees provided the employee's position with the federally-financed agency is his or her principal employment.

Head Start employees do retain the right to vote as they choose and to express their opinions on political subjects and candidates.

III. The Office of Management and Budget's Circular A-122, *Cost Principles for Nonprofit Organizations.*

Under OMB Circular A-122, federal funds may not be used:

> (1) for attempts to influence the outcomes of any federal, state or local election, referendum, initiative, or

similar procedure, through in-kind or cash contributions, endorsements, publicity, or similar activity;
(2) for establishing, administering, contributing to, or paying the expenses of a political party, campaign, political action committee, or other organization established for the purpose of influencing the outcomes of elections.

IV. IRS Regulations for agencies tax-exempt under Section 501(c)(3).

Along with OMB's Circular A-122 regulations, the IRS specifies that organizations exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code (IRC), such as many Head Start agencies, may not intervene directly or indirectly in any political campaign on behalf of or in opposition to any candidate for public office. Unlike the lobbying limitation, the prohibition on political campaign activity is absolute. Any intervention in a political campaign can jeopardize a Head Start agency's Section 501 (c)(3) exemption, and expose its officers and directors personally to substantial tax penalties. Moreover, a violation can occur even if no funds

are expended (for example, providing an endorsement for a candidate).

Head Start agencies exempt under 501 (c)(3) programs may not:

(1) endorse or oppose a candidate;
(2) directly contribute funds to a candidate;
(3) indirectly support a candidate by making the Head Start agency's facilities or resources available to a candidate (for example telephones, photocopying services, mailing lists, etc.). However, the Head Start agency would comply with the law if it treated all candidates equally (for example renting a mailing list to all candidates on the same terms as it makes for others).

Permissible Activities for Voter Participation and Political Activity

Despite the strict prohibition on campaign intervention, Head Start agencies can still play a significant role in the political process, **provided federal funds are not used.** Some common methods include:

(1) Public Candidate Forums

A Head Start agency can invite candidates for public office to attend a meeting, sponsor a public forum, or otherwise to state their views on matters of interest to the agency. The agency should be sure to invite all the candidates for a particular office, and to allow them to participate on equal terms. The Head Start agency should avoid allowing staff, volunteers or board members to state the agency's views on the issues or to comment on the candidates' position on behalf of the agency. Personal views, clearly stated as such, are permissible.

(2) Voter Education

Voter education activities, conducted in a totally nonpartisan manner, are permissible. Reporting on the voting records of legislators is permissible, so long as the information is published in the same manner during the election campaign as at other times. Do not use statements such as "voted for the Head Start agency's position" or the equivalent. Also, do not begin to publish voting records for the first time during a campaign. Finally, such records should not be sent to the general public, only to those who normally receive informational materials from the agency.

CAUTION:
Head Start agencies should be extremely careful in publishing voter guides or the results of candidate questionnaires.

The IRS takes the position that questionnaires or guides that show a bias for or against a candidate constitute intervention in a campaign. Voter guides that set forth the position on the candidates on a wide variety of issues without any indication of preference, direct or indirect, are acceptable. However, it is extremely difficult to pose questions to a candidate without emphasizing a special interest. The IRS believes that a narrowly focused question implies an endorsement of the candidates whose replies are most favorable. There are similar considerations when a candidate is asked to respond to a position paper drafted by the Head Start agency.

(3) Candidate Statements

It is permissible for a Head Start agency to inform a candidate of its position on issues, to urge support of the agency's position if elected, and to ask the candidate to go on record to that effect.

> *Note: If the candidate is an incumbent, the rules on lobbying which follow this section, come into play regarding pending or proposed legislation.*

However, even if the candidate does go on record, the Head Start agency **may not** publish the candidate's response. The IRC specifically prohibits "the publishing or distribution of statements." On the other hand, the Head Start agency can always use the statement after the election as a reminder to the candidate of promises to be kept.

(4) Get-Out-the-Vote Campaigns

Head Start agencies may invite nonpartisan organizations such as the League for Women Voters to conduct voter registration in public areas of the agency. They may also place voter registration forms in public areas of the agency where other public information is made available. The voter-registration forms are for information purposes only. Do not attempt to coerce people to register to vote on-site, on program time.

REMEMBER:

No federal funds, program services paid for by federal funds, Head Start agency-owned equipment, facilities, or supplies, or employees on program time may be used for the above four activities.
All activities must be nonpartisan.
Violation of either or both can result in loss of your federal grant from the Department of Health and Human Services, and/or tax penalties from the IRS.

Regulations Governing Lobbying

I. Department of Labor, Health and Human Services, and Education and related Agencies Appropriations Act

Because of restrictions contained in federal appropriations' legislation, most federal funds that Head Start agencies typically receive cannot be used to influence legislation pending before Congress (including appropriations). Section 504 of the 1995 Labor, HHS, and Education appropriations prohibits the use of appropriated funds. The language reads:

> (1) for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, radio, television, or film presentation designed to support or defeat legislation pending before Congress, except in presentation to Congress itself;
>
> (2) to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence legislation or appropriations pending before the Congress.

Substantially similar provisions have been included in every Labor, HHS, and Education appropriations for more than a decade.

II. The Office of Management and Budget's Circular A-122

Federal funds derived from a direct federal grant program (such as Head Start) subject to cost principles contained in OMB Circular A-122, cannot be used to attempt to influence the introduction or enactment of *federal or state* legislation. This prohibition covers the following activities:

> (1) direct communications with any member or employee of Congress or the state legislature (including efforts to influence state or local officials to engage in similar lobbying activity) or with any government official or employee in connection with a decision to sign or veto enrolled legislation. (See examples of direct lobbying below.)
>
> (2) grassroots lobbying, i.e., preparing, distributing or using publicity or propaganda, or by urging members of the general public to contribute to or participate in any mass demonstration, march, rally, fundraising drive,

lobbying campaign, or letter writing or telephone campaign.

(3) legislative liaison activities (including attendance at legislative sessions or committee hearings, gathering information regarding legislation) when such activities are carried on in support of or knowing preparation for an effort to engage in unallowable lobbying.

However, there are specific exceptions recognized for certain activities. A Head Start agency may:

(1) provide a technical and factual presentation of information on a topic directly related to grant performance through hearing testimony, statements, or letters to Congress, a state legislature, member or staff **in response to** a documented request, provided such information is readily obtainable and can readily be put in deliverable form (Costs for travel, meals and lodging are unallowable unless incurred to offer testimony at a regularly scheduled hearing pursuant to a written request for such presentation by the Chairman or

Ranking Minority Member of the Committee or Subcommittee conducting the hearing);

(2) engage in direct lobbying to influence *state* legislation to directly reduce the cost, or to avoid material impairment of the organization's authority to perform the grant; and

(3) engage in any activity specifically authorized by statute to be undertaken by grant funds.

According to IRS regulations, *direct lobbying* is any attempt to influence local, state, or federal legislation by contacting any member of a legislature, legislative staff, or government employee to persuade him or her to propose, support, oppose, change or otherwise influence legislation. It does not matter if the legislation is pending or it is a specific legislative proposal not introduced yet. Direct lobbying can take a number of forms, all directed to legislators and their staffs as opposed to the general public, including:

- Writing and sending letters or postcards to members of the legislature;

- Making telephone calls to a member or employee of the legislature;
- Having face-to-face meetings with a legislative member or staff person;
- Giving reports, fact sheets, and other analyses to a legislative member or staff person supporting or opposing a specific legislative proposal;
- Presenting testimony on legislation to a committee or subcommittee unless it has been requested in writing by a committee or legislative body (but not an individual member);
- Giving a legislator or staff member advice and information about legislation or a specific legislative proposal if a view for or against the measure is expressed.

Lobbying Activities Allowed with Federal Funds

(1) Lobbying (i.e. policy advocacy) of State or Federal Executive Branch officials (except with regard to a veto of legislation if the funds are derived from a grant program subject to OMB Circular A-122), but subject to the Byrd Amendment reporting and disclosure rules[1] regarding lobbying for a specific grant or contract award;

(2) Lobbying to influence local (i.e. city or county) legislation, provided that the activities are of direct benefit to the grant or within the scope of services contemplated under a block grant;

[1] Under the Byrd Amendment, Head Start agencies receiving (directly or as subrecipients) grants, contracts, or cooperative agreements exceeding $100,000 or loans exceeding $150,000 must certify that they will not use federal funds to lobby the executive or legislative branch of the federal government in connection with a specific grant, cooperative agreement, contract or loan and the extension, continuation, renewal, amendment or modification thereof. In addition, the recipients must disclose (by filing a form) if they use non-federal funds to pay for activities that are prohibited if paid for by federal funds. Exceptions to this rule are: lobbying activities related to legislation (including appropriations and authorizations) or regulations affecting a particular grant program as opposed to a particular grant award; ordinary discussions with federal agencies concerning grant or contract administration; professional and technical services; and providing information specifically requested by an agency or Congress.

(3) State-level lobbying in order to directly reduce the cost or to avoid material impairment of the grantee's authority to perform the grant;
(4) Head Start agencies may pay membership dues to national, State and local trade associations which, among other things, lobby, as long as the dues are reasonable in amount and the associations provide bona fide educational or informational services of direct benefit to the grantee.

Note: Head Start agencies should determine whether there are restrictions on lobbying activities attached to funds received from State and local government sources. Your State Attorney's office or the department from which the state money is granted will have the restrictions, if any, in the applicable grant language.

The Use of Private Funds for Lobbying

Private funds are considered to be any funds that are not derived from federal, State, or local governments. Private funds available to a Head Start agency typically consist of donations and income from activities that are not supported by grant funds, and accordingly, are not subject to grant program income rules. Please caution that matching shares required for federal grants and federal grant-related income are subject to the OMB Circular A-122 lobbying restrictions.

Grant funds do lose their federal identity once they have been applied to allowable purposes and may thereafter be used to support lobbying activities and accordingly can be treated as private funds. Example: Conference fees paid by a Head Start agency from grant funds can subsequently be used by the conference sponsor to support lobbying. Another example would be funds paid to a vendor for supplies or services can be used by the vendor to support lobbying activities.
Private funds can be used to support a variety of lobbying activities not allowed with federal funds. However, they are still subject to the statutory limitations on lobbying for Head Start agencies exempt from federal income tax under Section 501(c)(3) of the IRC.

Fundraising

Head Start agencies may raise private funds for lobbying activities through employee contributions, for example, under a payroll deduction plan. The following precautions must be taken:

(1) These contributions must be completely voluntary;

(2) Such contributions must not be used for political activities, that is, giving money to candidates or political parties as opposed to supporting efforts to increase appropriations;

(3) Contributions should not be solicited, collected, or tabulated during working hours or using Head Start agency-owned equipment, facilities, or supplies unless reasonable and documented reimbursement is made to the agency;

(4) Contributions should be kept in a separate non-federal bank account;

(5) Letters and checks enclosing private funds should identify them as such;

(6) When using a payroll deduction plan, the Head Start agency Board should approve the plan.

Participating employees should sign a form indicating their awareness of the deduction, its intended use for lobbying, that it is made voluntarily and is not tax-deductible, and that it may be canceled at any time.

Head Start agencies also may raise funds from vendors and contractors as long as the payment or contribution is voluntary. Their contributions are tax-deductible as an ordinary and necessary business expense insofar as they get something in return, i.e., a public acknowledgment of their support.

> *Caution: The public acknowledgment may constitute paid advertising, hence the contribution may be taxable to the Head Start agency as unrelated business income. Alternatively, if the agency is a 501(c)(3) charitable organization, the contribution may be deductible as a charitable expense.*

Head Start agencies may use non-matching private funds for support of their lobbying activities. Private contributions from the general public should be sought during off-hours and off-site if possible to separate this activity from those supported by federal funds. Otherwise, document and reimburse federal fund

accounts for costs associated with the private fundraising. Please caution that Head Start agencies exempt under Section 501(c)(3) should observe the IRS rules regarding the solicitation and reporting of charitable contributions and comply with applicable state laws regulating charitable fundraising activities.

Record Keeping

Head Start agencies should keep careful records and reimburse federal fund accounts with private or non-restricted funds for any lobbying related expenses. Federal grants should be reimbursed for the cost of any long-distance phone calls to members of Congress or State legislators that cannot clearly be justified as non-lobbying or allowable lobbying in nature. Postage, photocopies, facsimiles, and other overhead-type costs incurred for lobbying purposes (even if done off-hours) also should be identified and federal fund accounts should not be charged for them.

Caution: Do not become tripped up by technology. Facsimile machines print the date and time of a transmission on the document; computer systems frequently encode a date and time when a document was created. It will be very difficult to establish that a lobbying communication was made after hours if the date and time imprint indicate otherwise.

Head Start agencies exempt under Section 501 (c)(3) should keep detailed records of lobbying expenditures and activities. This information is required to be reported on the agency's annual IRS Form 990 informational return. Moreover, sufficiently detailed records of activities and expenditures are the **only** means of defense if the Head Start agency is alleged to have engaged in an excessive amount of lobbying.

THE NATIONAL VOTER REGISTRATION ACT

President Clinton signed the National Voter Registration Act, or "Motor Voter" bill, into law on May 20, 1994. This law requires states to establish voter registration procedures for federal elections so that eligible citizens may apply to register to vote in the following ways:

(1) Simultaneous with applying for a driver's license;
(2) Through the US Postal Service;
(3) In person at selected state and local offices that serve the public and at any military recruiting office.

This law took effect on January 1, 1995, for most states. It will take effect on January 1, 1996, for states that must amend their constitutions to comply with the law (Arkansas, New Hampshire, and Virginia).

Four states are exempted from the provision:
(1) North Dakota (because it has no voter registration requirements).
(2) Minnesota, Wisconsin, and Wyoming (because they allow citizens to register to vote at polling places on election day).

1. **Applying for voter registration and driver's license simultaneously.**
This section of the law states that any person who is applying for the first time, renewing, or changing their driver's license can apply for a voter registration simultaneously. The voter registration form will now be a part of the motor vehicle application form. A sample form is included in the back of this section.

The basic form to be made by each state will include: a statement of eligibility requirement; an attestation that the applicant meets each requirement; and a requirement for a signature under the penalty of perjury. **The application is invalid without your signature.**

2. **Registering by mail.**
This provision is included to accommodate those persons who normally do not drive. Each state is required to use a mail application form as developed by the Federal Elections Commission. (Sample included at end of *Powerful Letters and more*). Registration-by-mail applications will include:
- Identifying information including signature;
- Data relating to previous registration by applicant;

• Any other information necessary to enable the appropriate state election official to assess the eligibility of the applicant and to administer voter registration and other parts of the election process.

3. In-person registration at selected state and local agencies or any military recruiting office.

All state agencies involved in providing public assistance as well as all offices in the state providing services to persons with disabilities must be designates as voter registration agencies. Other places designated by the state for in-person registration are:

- Public libraries and schools;
- City and county government offices;
- Fishing and hunting license bureaus;
- Unemployment compensation offices.

These agencies will also provide the mail-order forms and, if requested, assistance in completing forms. Completed applications may also be turned in at any of these locations. Contact your state election commission to identify designated locations.

Once you have registered, the next step is to become informed on the issues affecting you and your community, job, etc.. You can do this by joining associations representing your interests and by inviting legislators, their staff, and association representatives to come to your program or to a community meeting to discuss a broad range of issues affecting you and your community.

Then with that information you can make informed decisions on selecting whom you would like to vote for in elections. However all this does you no good unless you vote!

General elections are commonly held the first Tuesday after the first Monday in November. Presidential elections are every four years; House of Representative elections are held every two years with all House seats up for election; and Senate elections are held every six years with one- third of the Senate seats up for election at one time. Each state has different terms for their state legislators. Consult your local library for more information on state and local elections.

With Congress allocating more and more responsibility to the state, it is essential that you stay informed on state as well as federal issues.

• VOTER REGISTRATION •

Organizing a Voter Registration Campaign

CAUTION:

Head Start directors and staff should be extremely cautious when they become involved in a voter registration campaign. Registration activities must be done off-site and off-hours. If an agency uses a Policy Council meeting to begin organizing a registration campaign, no directors or staff should be involved for the reason that as a Head Start employee, they run the risk of being perceived as being there on behalf of Head Start. The best course is to organize meetings off-site and off-hours for employees to attend if they want to be involved.

All voter registration activities must be done on your time, without agency resources and without federal funds. Although it may sound difficult to do, remember your children and children in your community are counting on you to "Get out the vote!"

Voter registration drives should include as many people from the community as possible. A Policy Council or Board member should identify a community leader to become the leader of the voter registration drive or campaign. The community leader should act as facilitator for any meetings.

The following are steps on how to assist your community in developing its voter registration campaign:

- Provide parents, staff and friends with information about the need for all eligible community members to be registered to vote;
- Discuss how they can influence the laws and legislation governing their own day-to-day lives;
- Discuss what affect laws Congress is considering passing laws will have on Head Start and its parents;
- Discuss what some of those laws are;
- Discuss how they can help ensure Head Start is not changed by becoming registered voters. Also remember to encourage registering eligible family members;
- Designate staff or parents who can assist the leader in identifying a place to have meetings, and in selecting a date and time;
- Send letters or notices to parents, local churches, civic groups, newspapers, community businesses, and vendors inviting them to attend your meeting to plan and organize a voter registration drive.

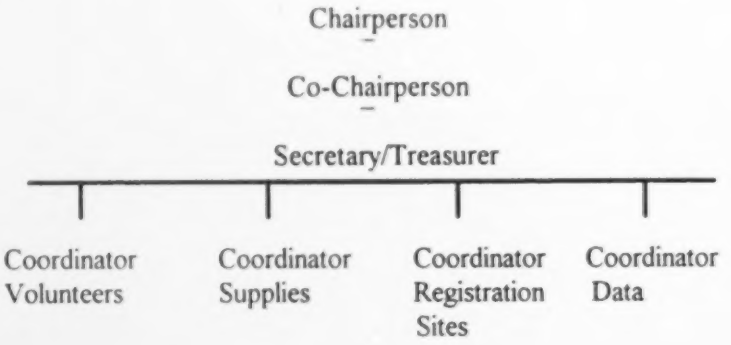
During the meeting, the group should:

1. Discuss how to identify the target neighborhoods or districts in which voter turnout is low. In targeting areas or people, you **must** remain nonpartisan. You must focus on all potential voters whether or not they agree with your own political beliefs.
2. Invite nonpartisan organizations such as the League for Women Voters to conduct voter registration in public areas of the agency.
3. Invite the above representative to also attend a Policy Council, Board, or Parent Center Committee to discuss how to become a registered voter.

At the end of the meeting, you should have developed a strategic plan that would include:
• Voter registration drives: time, place;
• Distribution of literature about **all** candidates running for a particular office;
• Inviting all candidates for a particular office to address issues of concern to low-income families;
• Insuring large attendance to all open meetings where all candidates are invited to speak through community advertising such as "Meet the Candidates Forum" flyers in restaurants and businesses;
• Encouraging participants to vote their choice on election day; and

• Having a "Thank You" party for all your volunteers after the elections!

The organizational chart to staff your campaign should resemble the following:



Duties and responsibilities:
• *Chairperson:* Oversees the entire registration campaign.
• *Co-Chairperson*: Assists the chairperson and manage day to day operations.
• *Secretary Treasurer*: Records information from meetings, acts as correspondence person, and manages all finances for committee.

NOTE: (There is very little, if any, fund-raising involved in voter registration. Any funds raised will be used to buy

materials that are not supplied by the local voter registration office and food items not donated for volunteers.)

• *Coordinator of Volunteers*: Recruits, organizes and manages volunteers for events. Maintains volunteer list for future campaigns.

• *Coordinator of Supplies*: Manages all supplies needed for registration drive, including picking up the necessary registration forms from the local voter registration office.

• *Coordinator of Registration Sites*: Locates sites to hold drive. Obtains information on who to contact to reserve area and visit area to determine what is needed, i.e., tables, chairs, tents, etc.

• *Coordinator of Data*: Compiles information on the number of people who registered. Maintains list for future use.

• GET OUT THE VOTE •

GET OUT THE VOTE

The Federal Election Campaign Act of 1971, as amended, requires that any registration drive conducted or sponsored by a corporation, labor union or trade association must be nonpartisan. No federal funds may be used to conduct any voter-registration activities either. The Internal Revenue Code mandates the strict nonpartisanship of all registration and get-out-the-vote activities by organizations eligible to receive tax- deductible contributions under Section 501 (c)(3) of the code.

Voter registration campaigns can target groups in areas that have been inactive in the election process. However, the targeting must remain nonpartisan. A successful voter registration campaign consists of careful planning and organizing.

THE TEN COMMANDMENTS TO A SUCCESSFUL VOTER REGISTRATION DRIVE

1. **Always set your goals.**
2. **Always know the law.**
3. **Always work with election officials.**
4. **Always form a coalition with citizen groups.**
5. **Always select your sites.**
6. **Always recruit, train and assign volunteers.**
7. **Always "sell" voter registration.**
8. **Always keep good records.**
9. **Always publish your results and celebrate.**
10. **Always follow-up and evaluate.**

1. Always set your goals.
Set an achievable numerical goal as an incentive to inspire your volunteers and serve as a guide for evaluation. Decide how long your registration drive should last, what group to target and the location of setup.

2. Always know the law.
Become familiar with federal, state and local laws that govern voter registration in your community. State-by-state instructions are included at the end of the kit. If you believe that the registration practice in your state violates citizens' voting rights, please seek legal assistance.

3. Always work with election officials.
Advise election officials of your plans. They will provide you with the registration forms, assist with registration at special sites, or train and deputize volunteer registrars. If you are planning a major registration drive, please contact election officials early and in writing to insure that adequate forms are on hand and enough people are available to assist you.

4. Always form a coalition.
Coordinate your activities with other citizen groups planning a registration drive and share information on scheduling and sites to avoid duplication. Work Together!

5. Always select your sites.
The location of your drive and when you have it is critical to its success. Select areas where there are large numbers of unregistered citizens. Consider festivals, fairs, sporting events, schools, colleges, public transit stops, and shopping centers. Visits your sites ahead of time to select the most visible area to set up

booths. Always have adequate volunteers on-site during peak attendance times.

6. Always recruit, train and assign volunteers.
Inspire volunteers with their responsibility to protect the citizens' right to vote by correctly completing the registration forms and promptly forwarding them to election officials. Provide training in techniques for approaching potential registrants. Conduct training on how to motivate citizens to register. Always use each voter registration event as an opportunity to recruit more volunteers.

7. Always "sell" voter registration.
Use every means possible to promote voter registration such as the media, talk shows, public service announcements, editorials, and news articles. Make sure that all of your advertisements include when and where your registration drive will take place. Be creative--design events that will attract many people. Volunteers should not only man booths but also work the crowd.

8. Always keep good records.
Volunteers should keep track of everyone they register by using tally sheets that include the names, addresses and telephone numbers of each registrant.

9. Always publish your results and celebrate.
Show the world that your voter registration drive was a great success! Public officials and candidates will take note. Reward your volunteers. Let them know how much you appreciate them and look forward to working with them again.

10. Always follow-up and evaluate.
Keep in touch with you new registrants--remind them to get out and vote. Evaluate your efforts and decide what worked best. Keep this information along with your list of volunteers for your next voter registration drive.

Other Activities You Should Do On Your Own Time

As private citizens, Head Start agency employees and Board members may lobby to their hearts' content, even though they are employed by (or in the case of Board members associated with) an organization that may receive all or part of its financial support from federal funds.

Activities may include grassroots activities such as participation in organizing and directing mass letter-writing campaigns, as well as direct lobbying. Appropriate precautions should be taken to ensure that private activities are truly separate from any activity that arguably is supported by federal dollars. For example:

(1) These activities should be undertaken on an employee's own time and off-site. That lobbying activities may be conducted at night does not automatically establish that they were done on an employee's own time, especially if employees tend to work in the evenings on certain days of the week. After hours lobbying should therefore be conducted at times that are rarely devoted to Head Start activities. To facilitate this, Head Start agencies should specify in personnel policies and in individual employment contracts the number of hours comprising the expected full-time work so that it is clear when an employee has fulfilled his obligation and may properly claim to be off-duty. This is particularly true for Executive Directors whose salaries are paid from various sources of funding.

(2) Employees and Board members should make it clear that they are speaking or writing not on the Head Start agency's behalf, but on their own. Do not have letters or other materials processed by persons who are doing so when compensated by federal funds.

> *Caution: Even if lobbying is done by volunteers, i.e., at no cost to the Head Start agency, it can count against an agency's allowable lobbying under Section 501(c)(3) if done on behalf of the Head Start agency and is deemed to be an agency activity as opposed to solely a private activity.*

To sum up the rules for lobbying as a private citizen:

- Do not identify yourself as acting, writing, or speaking on behalf of your organization.
- Do not use program letterhead when writing legislators.
- Do not write or call during paid work time.
- Do not use stamps, telephones, photocopiers, or any other facilities or equipment paid for with federal program funds or other restricted dollars.
- Do not have your letters or accompanying materials typed or processed by people doing this work on time paid for by the nonprofit organization.
- If you travel to Washington, DC, or a state capital with agency funds for a legitimate program-related purpose, you can lobby legislators in your role as a private citizen on your own time.

As with lobbying limitations, the restrictions on voter participation and political activities apply only to the Head Start agency as an organization. They do not apply to a Board member, a staff person or volunteer acting on his or her own time. These individuals retain the right to vote as they choose, to express their opinions on political subjects and candidates.

It is, of course, crucial that board members, staff and volunteers separate their personal political activities from their activities on behalf of the Head Start agency. For example, while a board member can freely support a candidate of his or her choice, the Board member cannot indicate that the Head Start agency supports the candidate or use the agency's resources, e.g., employee time, facility space, telephone, facsimile, etc., to support a candidate. If there is a chance that the activities of a director, officer, or employee -- particularly a highly visible employee -- will be identified with the organization, disclaimers or other statements may be necessary.

Private voter registration and political activities permitted include:

- Voting and helping others to votes (see section on National Voter Registration Act and organizing a voter registration drive).
- Volunteering to help in a campaign by staffing a telephone bank, distributing leaflets, stuffing envelopes, and providing other assistance during non-work hours and away from work.
- Putting a candidate's bumper sticker on a personal car or placing a candidate's poster in your front yard.
- Contributing personal funds to a candidate or political action committee.
- Expressing written or verbal opinions about political subjects or candidates.

ADDENDUM

- Sample Motor Voter Registration Forms
- Sample Mail Registration Forms
- Individual State Instructions for Registering to Vote

SAMPLE MOTOR VOTER REGISTRATION FORMS

ORIGINAL REGISTER OF VOTER

1. RESIDENCE ADDRESS FOR VOTING PURPOSES — CITY OR TOWN — ZIP CODE

2. MAILING ADDRESS — CITY OR TOWN — ZIP CODE

3. DESCRIBE LOCATION OF RESIDENCE IF ADDRESS IS ROUTE OR BOX

4. TRANSFERS WITHIN COUNTY (YES) ☐

5. FORMER RESIDENCE ADDRESS — CITY OR TOWN — ZIP CODE

"I declare that the facts relating to my qualifications as a voter recorded on this voter registration form are true. I am a citizen of the United States, I am not presently denied my civil rights as a result of being convicted of an infamous crime, I will have lived in this state, county, and precinct for thirty days immediately preceding the next election at which I offer to vote, and I will be at least eighteen years of age at the time of voting."

6. PLEASE PRINT YOUR FULL NAME

7. SIGN HERE X SIGNATURE OF VOTER - PLEASE SIGN WITHIN SHADED AREA

FOR OFFICE USE ONLY

REGISTRATION NUMBER

DATE OF REGISTRATION

Record Signing of Petitions Here (In Pencil)

PRECINCT CODE

PRECINCT NAME

DISTRICT/LEVY CODE

WARNING

Knowingly providing false information on this voter registration form or knowingly making a false declaration about your qualifications for registration is a class C felony that is punishable by imprisonment for up to five years, or by a fine not to exceed ten thousand dollars, or by both such imprisonment and fine. (RCW 29.07.070)

LAST NAME (Print) — FIRST NAME — INITIAL

REGISTRATION NUMBER

SIGN HERE X

COUNTY

SIGNATURE OF VOTER

VOTER PLEASE PRINT NAME HERE FOR POSITIVE IDENTIFICATION

STREET AND NUMBER OR RURAL ROUTE — REGISTRATION DATE

CITY — ZIP CODE

RECORD SIGNING OF PETITIONS HERE (In Pencil)

Motor Voter

Secretary of State Form VR - 5/91

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☐ CDL

DR 2751 (6/91)

APPLICATION FOR VOTER REGISTRATION and:

☐ Drivers License ☐ Identification card ☐ Duplicate ☐ Change Address
☐ Name Change/DOB ☐ SSN ☐ other (see remarks)

MOTOR VEHICLE USE ONLY

Age Group

Class | Endorsement | Read

Photo | No Photo | Fee

☐ Driver License
☐ T.I.P.
☐ Mc Endorsement
☐ Duplicate License

Type

Current License Number

Previous License Number

Expires

☐ Identification Card
☐ Duplicate I.D. Card

Current I.D. Number

Previous I.D. Number

Expires

Drive | No Drive

T.I.P. | Office No.

First Name | Middle Name | Last Name (Jr.Sr.etc.)

Residence Address (street and number, apartment no., space no., etc.)

City/Town | Zip Code | County

Date of Birth | Change DOB From | Sex | Weight | Height | Hair Color | Eye Color

Current License Number | Restrictions | Social Security Number | Donor | Are you a U.S. citizen: ☐ YES ☐ NO

I CERTIFY MY SIGNATURE UNDER PENALTY OF PERJURY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT

Driver License/ID Card Applicant Signature | Date | Examiner/Clerk Signature

FOR VOTER REGISTRATION: MUST BE U.S. CITIZEN AND RESIDENT OF COLORADO FOR 25 DAYS BEFORE NEXT ELECTION

Post Office Mailing Address (street and number, apartment no., space no., etc.) | City/Town | Zip Code | Telephone (optional)

U.S. Citizen by: ☐ Birth ☐ Naturalization

Party Affiliation ☐ Republican ☐ Democrat ☐ Political Organization _____ ☐ Unaffiliated

– COLORADO ONLY – TRANSFER AFFILIATION ☐ YES ☐ NO

Former Name – First | Middle Name | Last Name (Jr., Sr., etc.)

Former Residence Address | City/Town | State | Zip Code | ☐ Registrar Advised

WARNING: It is a Class I misdemeanor crime to swear or affirm falsely as to your qualifications to register to vote. .

I, _____, do solemnly swear (or affirm) that I am a citizen of the United States and that on the date of the next ensuing election I shall have attained the age of eighteen years and shall have resided in the state of Colorado at least twenty-five days and in my precinct at least twenty-five days before the election. I further swear (or affirm) that the present address I listed herein is my sole legal place of residence and that I claim no other place as my legal residence.

Voter Registration Applicant Signature | Date | Oath Administered By | Date

COUNTY CLERK USE ONLY

VOTER I.D. NUMBER

PRECINCT NUMBER

CITY CODE

MUNICIPAL WARD

MUNICIPAL PRECINCT

SCHOOL PRECINCT

REMARKS

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Government of the District of Columbia – Department of Public Works – Bureau of Motor Vehicle Services

APPLICATION FOR: D.C. MOTOR VEHICLE OPERATOR'S PERMIT / VOTER REGISTRATION

SECTION 1. (Check the proper box for YOUR application)

OPERATOR'S PERMIT		LEARNER'S PERMIT		NON DRIVER IDENTIFICATION	
New	☐	New	☐	New	☐
Renewal	☐	Renewal	☐	Renewal	☐
Duplicate	☐	Duplicate	☐	Duplicate	☐

FOR BMVS USE ONLY		
APPROVAL	DATE	EXAMINER
Written		
Vision		
Reaction		
Birth Certificate Out-of-State License		
SS No.		
Restrictions		
Classification		

I wish to be an Organ/Tissue Donor YES ☐ NO ☐

SECTION 2. (Fill in completely) ☐ Check if change of address

PRINT IN INK

Full Name of Applicant (Last Name) (First Name) (Middle Name)

Current Residence (Street Address) Apt. No.

City and State ZIP Code

DATE OF BIRTH Mo. Day Yr.	SEX	WEIGHT	HEIGHT Ft. Ins.	COLOR OF EYES	SOCIAL SECURITY NO.

SECTION 3. (Change of Name Applicants ONLY)

PRINT

Previously Recorded Name of Applicant (Last Name) (First Name) (Middle Name)

Court Record Number (If Applicable)

SECTION 4. (Check YES or NO for the following questions)

	YES	NO	
1. Has your permit or privilege to drive EVER been suspended, revoked, or refused in the District of Columbia or elsewhere?	☐	☐	If YES, where?
2. Has it been restored?	☐	☐	If YES, give date of restoration
3. Do you have in your possession a valid operator's permit?	☐	☐	If YES, where was it issued?
4. Do you have good natural eyesight for driving?	☐	☐	If NO, do you wear glasses ☐ or contact lenses ☐

SECTION 5. (Check YES or NO for the following Questions)

Have you ever had, or been treated for, any of the following:

	YES	NO		YES	NO		YES	NO		YES	NO
STROKE OR PARALYSIS	☐	☐	MENTAL DISORDER	☐	☐	DIABETES	☐	☐	ANY HEART DISORDER	☐	☐
LOSS OF FUNCTION IN AN EXTREMITY	☐	☐	ANY BRAIN DISORDER	☐	☐	GLAUCOMA, CATARACTS, or OTHER EYE DISEASE	☐	☐	SEIZURE DISORDER OR FAINTING SPELLS	☐	☐
ALCOHOLISM OR OTHER DRUG ABUSE	☐	☐							POOR MUSCLE CONTROL or DIZZY SPELLS	☐	☐

Have you any physical defects not mentioned above, either temporary or permanent? ☐ ☐

If YES, explain briefly:

PHYSICIAN'S CERTIFICATE (Required for applicants 70 years of age and above)
I have examined this applicant and find him/her physically and mentally competent to operate a motor vehicle safely.

(Signature of Physician) (Address, Including ZIP Code) (Telephone Number) (Date)

SECTION 6. APPLICANT'S CERTIFICATE

I certify by my signature, under penalties of perjury, that the information given in this application is true to the best of my knowledge and belief.

(Signature of Applicant) (Date)

TO REGISTER TO VOTE IN THE DISTRICT OF COLUMBIA, COMPLETE AND SIGN FORM BELOW

72

73

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SAMPLE MAIL REGISTRATION FORMS

RURAL VOTERS

PLEASE COMPLETE THIS SECTION ONLY IF YOU LIVE OUTSIDE THE CITY LIMITS OF ANY CITY, AND YOU DO NOT KNOW THE TOWNSHIP AND SECTION NUMBER IN WHICH YOU LIVE.

Please do not attempt to provide directions to get to the location, but instead describe where it is.

I live _____ (number) miles _____ (N,S,E or W)

and _____ (number) miles _____ (N,S,E or W) of

_____ (landmark or highway junction)

PLACE STAMP HERE

County Auditor — Commissioner of Elections

Courthouse

_____ (City (County Seat))

IOWA _____ (Zip Code)

MORE INFORMATION

1. To register to vote, you must be a citizen of the United States, at least 17½ years old, and declare Iowa as your voting residence. (You must be at least 18 years old to vote.)
2. This form must be received by your County Auditor by the 10th day preceding a primary or general election, or by the 11th day preceding any other election, or postmarked by the 15th day preceding any election to be valid for that election.
3. You should receive a receipt of this registration within 10 days. If you do not, please contact your County Auditor. Be prepared to state when and where you filled out the form, and to whom it was given or sent if you did not personally mail or take it to the Auditor.
4. There are other ways to register. Contact your County Auditor if you need assistance.

INSTRUCTIONS

1. Use this form to register to vote, or to report a change of name, address, telephone number or party affiliation. Please check the appropriate box(es) at the top right. If you are not certain you are presently registered in the county in which you live, check the "new registration" box.
2. The following information is required:
   a. Your full name
   b. Your birth date
   c. Your complete address, including apartment and box numbers
   d. Your gender
   e. The name of the county in which you live
   f. Where you were last registered to vote
   g. Your signature
3. The following information is requested:
   a. Your social security number. Solicited pursuant to Iowa Code Section 48.5, this number is used to avoid multiple registrations for a single individual.
   b. The name of the city and school district in which you live. If you do not live inside a city, list the name of the township and section number in which you live. If you do not know your township and section number, complete the "RURAL ROUTES" section on the reverse side of the form.
   c. Your telephone number, including area code.
4. Detach this stub before mailing the form.

ALTERNATE REGISTRATION FORM
Please see instructions at left.

PLEASE PRINT

CHECK ALL THAT APPLY:
☐ This is a new registration in this county
This is a change of ☐ Name ☐ Address ☐ Telephone ☐ Party

_____ Soc. Sec. No. (If available)	Month ____ Day ____ Year ____ Birth Date	Female ☐ Male ☐ Gender	( ) Telephone	Democratic ☐ Republican ☐ Party

NAME: _____ (Last) _____ (First and Middle)

ADDRESS: _____ (House number & street (or rural route) plus apartment & box number)

_____ (City, State, and Zip Code)

PREVIOUS REGISTRATION INFORMATION: I was previously registered to vote in

_____ (City, State, Zip Code, County if known.)

My name then was _____

I certify that I am a citizen of the United States, that I am or will be an eligible elector at any election at which I attempt to vote and that all of the information I have given upon this voter registration form is true. I authorize cancellation of any prior registration to vote in this or any other jurisdiction and my eligibility to vote in any jurisdiction where voter registration is not required. I am aware that fraudulently registering, or attempting to do so, is an aggravated misdemeanor under Iowa law.

_____ Signature _____ Date

Please detach here

COMPLETE ALL YOU KNOW

COUNTY NAME _____

SCHOOL DISTRICT _____

CITY (If inside limits) _____

TOWNSHIP (If outside city) _____

SECTION NUMBER (If outside city) _____

FOR OFFICE USE ONLY

Registration date _____

Codes _____

Form 2E (Rev. 88) CFN-337-5005 CPF-66929

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Mail-In Voter Registration Form

★ ★ ★ District of Columbia
Board of Elections and Ethics

You can use this form to:

- register to vote in the District of Columbia
- let us know that your name or address has changed
- register with a party or change parties

To register to vote in D.C., you must:

- be a U.S. citizen
- be a D.C. resident
- be at least 18 years old on or before the next election
- not be in jail for a felony conviction
- not have been judged "mentally incompetent" by a court of law
- not claim the right to vote anywhere outside D.C.

Questions? Call 727-2525

Hearing-impaired people with TDD, call 639-8916

Información en español: Si le interesa obtener este formulario en español, llame al 727-2525.

Important!

Keep your voter record up-to-date! If we do not have your current name or address, you might not be on the voter roll. If you are not on the voter roll, you will not be able to vote in the next election.

Use this form to send in your name or address change. If you are not sure if we have your current name or address, use this form, too. Or call 727-2525.

To vote in a primary election, you must be registered with a party that holds a primary election—either the Democratic, Republican or D.C. Statehood Party.

If you register with any other party, or with no party, you may vote only in general or special elections. Use this form if you want to register with a party or change parties (see box 8).

0-0976

Use pen—please print clearly

1 Check one: ☐ new registration ☐ address change ☐ party change ☐ name change | Clerk | Reg. Date | Registration No. AB 0532788

2 Mr. Mrs. Miss Ms | Last Name | First Name | Middle Name | Suffix Jr. Sr. II III IV

3 Address Where You Live | Circle One NE NW SE SW | Apartment Number | Zip Code

4 Address Where You Get Your Mail (if different from #3) | Zip Code

5 Date of Birth | 6 Daytime Telephone Number(s) | 7 Social Security Number (optional)

8 Party Registration—check one box

- ☐ Democratic Party
- ☐ Republican Party
- ☐ D.C. Statehood Party
- ☐ No Party (independent)
- ☐ Other Party (write name below)

PLEASE NOTE: To vote in a primary election in the District of Columbia, you must be registered with either the Democratic, Republican or D.C. Statehood Party.

9 Name and Address on Last Voter Registration

Name _____

Address _____

_____

(If outside D.C., include county and state)

10 **Voter Declaration**—read and sign below

I swear or affirm that:

- I am a U.S. citizen
- I live in the District of Columbia at the address (#3) above
- I will be at least 18 years old on or before the next election
- I am not in jail on a felony conviction
- I have not been judged "mentally incompetent" in a court of law
- I do not claim the right to vote anywhere outside D.C.

_____ _____

Signature Date

WARNING: If you sign this statement even though you know it is untrue, you can be convicted and fined up to $10,000 and/or jailed for up to five years.

Fold on dotted lines, peel off tape, seal and mail

BEST COPY AVAILABLE

BUSINESS REPLY MAIL
FIRST CLASS PERMIT NO. 10976 WASHINGTON, D.C.
POSTAGE WILL BE PAID BY ADDRESSEE

DISTRICT OF COLUMBIA
BOARD OF ELECTIONS & ETHICS
ROOM 4, DISTRICT BUILDING
WASHINGTON, D.C. 20077-1219

NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES

Did you remember to:

1. Write your full name, address and date of birth (in boxes 2, 3 and 5).
2. Sign and date the form (in box 10).

Deadline:

The voter registration deadline is 30 days before the next election. If you mail this form, it must be postmarked by that date. If you miss the deadline, you will not be registered in time to vote.

If you are qualified and the information on your form is complete, we will add your name to the District's voter roll. We will then mail you a voter card. This card will tell you where to vote.

Questions? Call 727-2525

Hearing-impaired people with TDD, call 639-8916

District of Columbia Board of Elections and Ethics

State Registration Deadlines

To register in time to vote in any upcoming election, your application must be postmarked (or delivered to your *local voter registration office*) by the deadline listed below.

Alabama — 10 days before the election.

Alaska — 30 days before the election.

Arizona — 29 days before the election.

Arkansas — 21 days before the election.

California — 29 days before the election.

Colorado — 30 days before the election. If the application is received in the mails without a postmark, it must be received within 5 days of the close of registration.

Connecticut — 14 days before the election.

Delaware — 20 days before any general election.

District of Columbia — 30 days before the election.

Florida — 29 days before the election.

Georgia — The fourth Friday before any general primary, general election, or presidential preference primary. The ninth day after the date of the call for all other special primaries and special elections.

Hawaii — 30 days before the election.

Idaho — 25 days before the election.

Illinois — 29 days before the election.

Indiana — 29 days before the election.

Iowa — 10 days before the election, if it is a state primary or general election; 11 days before all others. Registration forms which are postmarked 15 or more days before an election are considered on time even if received after the deadline.

Kansas — Delivered 15 days before the election.

Kentucky — 28 days before the election.

Louisiana — 24 days before the election.

Maine — 15 days before the election (or delivered *in-person* up to and including election day).

Maryland — 9:00 p.m. on the fifth Monday before the election.

Massachusetts — 20 days before the election.

Michigan — 30 days before the election.

Minnesota — Delivered by 5:00 p.m. 21 days before the election (there is also election day registration at polling places).

Mississippi — 30 days before the election.

Missouri — 28 days before the election.

Montana — 30 days before the election.

Nebraska — The fourth Tuesday before the election (or delivered by 6 p.m. on the second Friday before the election).

Nevada — 9:00 p.m. on the fifth Saturday before any primary or general election. 9:00 p.m. on the third Saturday before any recall or special election. However, if a recall or special election is held on the same day as a primary or general election, the registration closes at 9:00 p.m. on the fifth Saturday before the day for the elections.

New Hampshire — In New Hampshire, this application may be used only as a request for a State voter registration application, which must be received by your city or town clerk by 10 days before the election.

New Jersey — 29 days before the election.

New Mexico — 28 days before the election.

New York — 25 days before the election.

North Carolina — 25 days before the election.

North Dakota — North Dakota does not have voter registration.

Ohio — 30 days before the election.

Oklahoma — 25 days before the election.

Oregon — 21 days before the election (there is no deadline for applications for change of name, change of address or to register with a party).

Pennsylvania — 30 days before an election or primary.

Rhode Island — 30 days before the election.

South Carolina — 30 days before the election.

South Dakota — Delivered 5 days before the election.

Tennessee — 30 days before the election.

Texas — 30 days before the election.

Utah — 20 days before the election.

Vermont — Delivered to the town clerk before 12:00 noon on the third Saturday before the election.

Virginia — Delivered 29 days before the election.

Washington — 30 days before the election (or delivered in-person to the local voter registration office 15 days before the election).

West Virginia — 30 days before the election.

Wisconsin — 13 days before the election (or completed in the local voter registration office 1 day before the election or completed at the polling place on election day).

Wyoming — Wyoming will not let you use this application for registering to vote in that state.

State Instructions

Alabama

6. ID Number. Your social security number is requested (by authority of the Alabama Supreme Court, 17-4-122).

7. Choice of Party. You do not have to register with a party if you want to take part in that party's primary election, caucus, or convention.

8. Race or Ethnic Group. You are required to fill in this box, however, your application will not be rejected if you fail to do so. See the list of choices under the Application Instructions for Box 8 (on page 2).

9. Signature. To register in Alabama you must:

- be a citizen of the United States
- be a resident of Alabama and your county at the time of registration
- be 18 years old before any election
- not have been convicted of a felony punishable by imprisonment in the penitentiary (or have had your civil and political rights restored)
- not currently be declared mentally incompetent through a competency hearing
- swear or affirm to "support and defend the Constitution of the U.S. and the State of Alabama and further disavow any belief or affiliation with any group which advocates the overthrow of the governments of the U.S. or the State of Alabama by unlawful means and that the information contained herein is true, so help me God"

Mailing address:

Office of the Secretary of State
P.O. Box 5616
Montgomery, AL 36103-5616

Alaska

6. ID Number. Your social security number is requested. This information is kept confidential. Having this information assists in maintaining your voter record and may assist in verifying your identity (Title 15 of the Alaska Statutes).

7. Choice of Party. You must register with a party if you want to take part in that party's primary election, caucus, or convention (unless otherwise permitted by a political party).

8. Race or Ethnic Group. Leave blank.

9. Signature. To register in Alaska you must:

- be a citizen of the United States
- be at least 18 years old within 90 days of this registration
- not be a convicted felon (unless unconditionally discharged)
- not be judicially determined to be of unsound mind, unless the disability has been removed
- not be registered to vote in another State

Mailing address:

Division of Elections
State of Alaska
Region II
800 East Dimond Blvd. #3-580
Anchorage, AK 99515

Arizona

6. ID Number. The last 4 digits of your social security number and your Indian Census number (if you have one) are requested.

7. Choice of Party. You must register with a party if you want to take part in that party's primary election, caucus, or convention.

8. Race or Ethnic Group. Leave blank.

9. Signature. To register in Arizona you must:

- be a citizen of the United States
- be a resident of Arizona and your county at least 29 days preceding the next election
- be 18 years old on or before the next general election
- not have been convicted of treason or a felony (or have had your civil rights restored)
- not currently be declared an incapacitated person by a court of law

Mailing address:

Secretary of State/Elections
1700 W. Washington, 7th Floor
Phoenix, AZ 85007

Arkansas

6. ID Number. Your social security number and/or driver's license number are requested. These numbers will remain confidential and will not be disclosed to anyone other than voter registration officials. These numbers will not be published on any voter registration lists.

7. Choice of Party. You do not have to register with a party if you want to take part in that party's primary election, caucus, or convention.

8. Race or Ethnic Group. Leave blank.

9. Signature. To register in Arkansas you must:

- be a citizen of the United States
- live in Arkansas at the address in Box 2 on the application
- be at least 18 years old on or before the next election
- not be a convicted felon (or have completely discharged your sentence or been pardoned)
- not claim the right to vote in any other jurisdiction

Note: Arkansas, by law, cannot accept this form until after Jan. 1, 1996.

Mailing address:

State of Arkansas
Office of Auditor
230 State Capitol
Little Rock, AR 72201

California

6. ID Number. Leave blank.

7. Choice of Party. You must register with a party if you want to take part in that party's primary election, caucus, or convention.

8. Race or Ethnic Group. Leave blank.

9. Signature. To register in California you must:

- be a citizen of the United States
- be a resident of California
- be at least 18 years of age at the time of the next election
- not be imprisoned or on parole for the conviction of a felony
- not currently be judged mentally incompetent by a court of law

Mailing address:

Secretary of State
1500 11th Street
Sacramento, CA 95814

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State Instructions

Colorado

6. ID Number. Your social security number is requested.

7. Choice of Party. You must register with a party if you want to take part in that party's primary election, caucus, or convention.

8. Race or Ethnic Group. Leave blank.

9. Signature. To register in Colorado you must:

- be a citizen of the United States
- be a resident of Colorado 30 days prior to the election
- be 18 years old
- not be confined as a prisoner or serving any part of a sentence under mandate

Mailing address:

Secretary of State
c/o Elections Officer
1560 Broadway, Suite 200
Denver, CO 80202

Connecticut

6. ID Number. Your social security number is requested on a voluntary basis. It will be used by election officials to prepare accurate lists of electors, but no official may disclose it to the public (Conn. Gen. Stat. § 9-23g).

7. Choice of Party. This is optional, but you must register with a party if you want to take part in that party's primary election, caucus, or convention.

8. Race or Ethnic Group. Leave blank.

9. Signature. To register in Connecticut you must:

- be a citizen of the United States
- be a resident of Connecticut and of the town in which you wish to vote
- be 18 years old on or before the next election
- not be convicted of a felony, except conviction for the crime of nonsupport (or have had your civil rights restored)
- not currently be declared mentally incompetent to vote by a court of law

Mailing address:

Secretary of State
Elections Division
30 Trinity Street
Hartford, CT 06106

Delaware

6. ID Number. Your social security number is requested. Your social security number is used as necessary for administrative purposes related to voting, including to identify you as a registered voter, to ensure no individual is registered in more than one place, to verify address, voting districts, and other information and may be used for any other lawful purpose. The registration application containing your social security number will become part of the registration records of your county (Title 15, Sec. 1302, Del. Code and 5 U.S.C.A., Sec. 552a [Sec. 7 of the Privacy Act of 1974]).

7. Choice of Party. You must register with a party if you want to take part in that party's primary election, caucus, or convention.

8. Race or Ethnic Group. Leave blank.

9. Signature. To register in Delaware you must:

- be a citizen of the United States
- be a resident of Delaware for 1 year preceding the election, a resident of the county for 90 days, and a resident of the election district (hundred) for 30 days
- be at least 18 years old on the date of the next general election
- not be a convicted felon
- not be mentally incompetent

Mailing address:

Commissioner of Elections
32 W. Loockerman Street
Suite 203
Dover, DE 19901

District of Columbia

6. ID Number. Your social security number is requested. We use your social security number for ID purposes only. It will not be available to the public or used in any reports (Federal Privacy Act, PL 93-579).

7. Choice of Party. You must register with a party if you want to take part in that party's primary election, caucus, or convention.

8. Race or Ethnic Group. Leave blank.

9. Signature. To register in the District of Columbia you must:

- be a citizen of the United States
- be a District of Columbia resident at least 30 days preceding the next election
- be at least 18 years old on or preceding the next election
- not be in jail for a felony conviction
- not have been judged "mentally incompetent" by a court of law
- not claim the right to vote anywhere outside D.C.

Mailing address:

District of Columbia Board of Elections & Ethics
441 4th Street, N.W., Suite 250
Washington, DC 20001-2745

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Florida

6. ID Number. Your social security number is requested. The disclosure of your social security number is voluntary. It is being requested pursuant to Section 97.052(2)(k), Florida Statutes. Although your social security number will only be used for registration purposes, it will be open to public inspection (§ 99.052 [3][d], Fla. Stat.).

7. Choice of Party. You must register with a party if you want to take part in that party's primary election, caucus, or convention.

8. Race or Ethnic Group. You are requested to fill in this box. See the list of choices under the Application Instructions for Box 8 (on page 2).

9. Signature. To register in Florida you must:

- be a citizen of the United States
- be a legal resident of both the State of Florida and of the county in which you seek to be registered
- be 18 years old (you may pre-register if you are 17)
- not now be adjudicated mentally incapacitated with respect to voting in Florida or any other State
- not have been convicted of a felony without your civil rights having been restored pursuant to law
- not claim the right to vote in another county or state
- swear or affirm the following:

"I will protect and defend the Constitution of the United States and the Constitution of the State of Florida, that I am qualified to register as an elector under the Constitution and laws of the State of Florida, and that I am a citizen of the United States and a legal resident of Florida"

Mailing address:

State of Florida
Department of State
Division of Elections
Room 1801, The Capitol
Tallahassee, FL 32399-0250

Georgia

6. ID Number. Your social security number is required. Your social security number will remain confidential and will not be disclosed except as required by law. The number will be used to identify and verify the identity of voters (Georgia Election Code, O.C.G.A. Ch. 21-2).

7. Choice of Party. You do not have to register with a party to take part in that party's primary, caucus or convention.

8. Race or Ethnic Group. You are required to fill in this box. See the list of choices under the Application Instructions for Box 8 (on page 2).

9. Signature. To register in Georgia you must:

- be a citizen of the United States
- be a legal resident of Georgia and of the county in which you want to vote
- be 18 years old within six months after the day of registration, and be 18 years old to vote
- not be serving a sentence for having been convicted of a felony
- not have been judicially determined to be mentally incompetent, unless the disability has been removed

Mailing address:

Office of the Secretary of State
P.O. Box 105325
Atlanta, GA 30348-5325

Hawaii

6. ID Number. Your social security number is required. It is used to prevent fraudulent registration and voting. Failure to furnish this information will prevent acceptance of this application (Hawaii Revised Statutes, Section 11-15).

7. Choice of Party. A "choice of party" is not required for voter registration.

8. Race or Ethnic Group. If you are of Hawaiian ancestry and desire to register to vote in Office of Hawaiian Affairs elections, please write "Hawaiian" in this box. HRS § 11 states that a Hawaiian is "any descendent of aboriginal peoples inhabiting the Hawaiian islands which exercised sovereignty and subsisted in the Hawaiian islands in 1778, and which peoples thereafter have continued to reside in Hawaii."

9. Signature. To register in Hawaii you must:

- be a citizen of the United States
- be a resident of the State of Hawaii
- be at least 16 years old (you must be 18 years old by election day in order to vote)
- not be in jail for a felony conviction
- not be "non compos mentis"

Mailing address:

Office of the Lieutenant Governor
State of Hawaii
P.O. Box 3226
Honolulu, HI 96801

Idaho

6. ID Number. Your social security number is requested. It will be used for administrative purposes only (§ 34-411, Idaho Code).

7. Choice of Party. You do not have to register with a party if you want to take part in that party's primary election, caucus, or convention.

8. Race or Ethnic Group. Leave blank.

9. Signature. To register in Idaho you must:

- be a citizen of the United States
- have resided in Idaho and in the county for 30 days prior to the day of election
- be at least 18 years old
- not have been convicted of a felony, and without having been restored to the rights of citizenship, or confined in prison on conviction of a criminal offense
- not be under guardianship

Mailing address:

Secretary of State
State Capitol Bldg.
Boise, ID 83720-0080

State Instructions

Illinois

6. ID Number. The last four or six digits of your social security number are requested.

7. Choice of Party. You do not have to register with a party if you want to take part in that party's primary election, caucus, or convention.

8. Race or Ethnic Group. Leave blank.

9. Signature. To register in Illinois you must:

- be a citizen of the United States
- be a resident of Illinois and of your election precinct at least 30 days before the next election
- be at least 18 years old on or before the next election
- not be in jail or on parole for a felony conviction
- not claim the right to vote anywhere else

Mailing address:

State Board of Elections
1020 S. Spring Street
Springfield, IL 62704

Indiana

6. ID Number. Your social security number is requested but is not required. It will be used for administrative purposes and may be disclosed to the public (Indiana Code 3-7-3-9).

7. Choice of Party. Leave blank.

8. Race or Ethnic Group. Leave blank.

9. Signature. To register in Indiana you must:

- be a citizen of the United States
- have resided in the precinct at least 30 days before the next election
- be at least 18 years of age on the day of the next general election
- not currently be in jail for a criminal conviction

Mailing address:

State Election Board
302 West Washington Street,
Room E032
Indianapolis, IN 46204-2738

Iowa

6. ID Number. Disclosure of your social security number is voluntary. It is requested by authority of Iowa Code Section 48A.11. If you provide your number, it will be used to help avoid multiple voter registration records for a single individual. The numbers may be publicly disclosed. If you do not provide your number, that fact will not affect your right to register to vote, or to vote.

7. Choice of Party. You may, but do not have to, register with a party in advance if you want to take part in that party's primary election. You may change or declare a party affiliation at the polls on primary election day.

8. Race or Ethnic Group. Leave blank.

9. Signature. To register in Iowa you must:

- be a citizen of the United States
- be a resident of Iowa
- be at least 17-1/2 years old (you must be 18 to vote)
- not have been convicted of a felony (or have had your rights restored)
- not currently be judged "mentally incompetent" by a court
- not claim the right to vote in more than one place
- give up your right to vote in any other place

Mailing address:

Elections Division
Office of the Secretary of State
Hoover State Office Building
2nd Floor
Des Moines, IA 50319

Kansas

6. ID Number. Your social security number is requested but not required. It will be used for administrative purposes and may be disclosed to the public (KSA 25-2309).

7. Choice of Party. You must register with a party if you want to take part in that party's primary election, caucus, or convention.

8. Race or Ethnic Group. Leave blank.

9. Signature. To register in Kansas you must:

- be a citizen of the United States
- be a resident of Kansas
- be 18 by the next statewide general election
- not be imprisoned for conviction in any state or federal court of a crime punishable by death or imprisonment for one year or longer (or have had your civil rights restored)
- not claim the right to vote in any other location or under any other name
- not be excluded from voting for mental incompetence by a court of competent jurisdiction

Mailing address:

Secretary of State
2nd Floor, State Capitol
300 S.W. 10th Ave.
Topeka, KS 66612-1594

Kentucky

6. ID Number. Your social security number is required. It is used for administrative purposes only and is not released to the public (KRS 116:155).

7. Choice of Party. You must register with a party if you want to take part in that party's primary election, caucus, or convention.

8. Race or Ethnic Group. Leave blank.

9. Signature. To register in Kentucky you must:

- be a citizen of the United States
- be a resident of Kentucky
- be a resident of the county for at least 28 days prior to the election date
- be 18 years of age on or before the next general election
- not be a convicted felon or if you have been convicted of a felony, your civil rights must have been restored by executive pardon
- not have been judged "mentally incompetent" in a court of law
- not claim the right to vote anywhere outside Kentucky

Mailing address:

State Board of Elections
140 Walnut Street
Frankfort, KY 40601

Louisiana

6. ID Number. Your social security number is required. Neither the registrar nor the Department of Elections and Registration shall circulate the social security numbers of registered voters on commercial lists (R.S. 18:104[a][16]).

7. Choice of Party. You must register with a party if you want to take part in that party's primary election, caucus, or convention.

8. Race or Ethnic Group. You are requested to fill in this box. See the list of choices under the Application Instructions for Box 8 (on page 2).

9. Signature. To register in Louisiana you must:

- be a citizen of the United States
- be a resident of Louisiana
- be at least 17 years old, and be 18 years old prior to the next election to vote
- not currently be under an order of imprisonment for conviction of a felony
- not currently be under a judgment of interdiction for mental incompetence

Mailing address:

Dept. of Elections and Registration
P.O. Box 14179
Baton Rouge, LA 70898-4179

Maine

6. ID Number. Leave blank.

7. Choice of Party. You must register with a party if you want to take part in that party's primary election, caucus, or convention (unless otherwise permitted by a political party).

8. Race or Ethnic Group. Leave blank.

9. Signature. To register in Maine you must:

- be a citizen of the United States
- be a resident of Maine and the municipality in which you want to vote
- be at least 17 years old (you must be 18 years old to vote)
- not be under guardianship because of mental illness

Mailing address:

Elections Section
Bureau of Corporations, Elections and Commissions
State House Station #101
Augusta, ME 04333-0101

Maryland

6. ID Number. Leave blank.

7. Choice of Party. You must register with a party if you want to take part in that party's primary election.

8. Race or Ethnic Group. Leave blank.

9. Signature. To register in Maryland you must:

- be a citizen of the United States
- be a resident of Maryland and the county in which you want to vote
- be at least 18 years old before the next general election
- not be under sentence or on probation or parole following conviction for an infamous crime (that is, any felony, treason, perjury, or any crime involving an element of deceit, fraud or corruption)
- not have been convicted more than once of an infamous crime, without a pardon
- not be under guardianship for mental disability

Mailing address:

State Administrative Board of Election Laws
P.O. Box 231, 11 Bladen Street
Annapolis, MD 21404-0231

Massachusetts

6. ID Number. Leave blank.

7. Choice of Party. You must enroll with a party if you want to take part in that party's presidential preference primary. If you do not designate a party in this box, you may still enroll at the polling place on primary election day.

8. Race or Ethnic Group. Leave blank.

9. Signature. To register in Massachusetts you must:

- be a citizen of the United States
- be a resident of Massachusetts
- be 18 years old
- not have been convicted of corrupt practices in respect to elections
- not be under guardianship with respect to voting

Mailing address:

Secretary of State
Elections Division, Room 1705
One Ashburton Place
Boston, MA 02108

Michigan

6. ID Number. A driver's license or state personal ID number is requested.

7. Choice of Party. You must declare a "political party preference" if you want to take part in that party's presidential primary election.

8. Race or Ethnic Group. Leave blank.

9. Signature. To register in Michigan you must:

- be a citizen of the United States
- be 18 years old by the next election
- be a resident of the city or township in which you are applying to register
- not be confined in a jail after being convicted and sentenced

Mailing address:

Michigan Department of State
Bureau of Elections
P.O. Box 20126
Lansing, MI 48901-0726

Minnesota

6. ID Number. Leave blank.

7. Choice of Party. You do not have to register with a party if you want to take part in that party's primary election, caucus, or convention.

8. Race or Ethnic Group. Leave blank.

9. Signature. To register in Minnesota you must:

- be a citizen of the United States
- be a resident of Minnesota for 20 days before the next election
- be 18 years old by election day
- not be convicted of treason or a felony, or have had your civil rights restored
- not be under guardianship of the person or found legally incompetent

Mailing address:

Secretary of State
Data Procession Section
555 Park Street, Suite 402
St. Paul, MN 55103

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State Instructions

Mississippi

6. ID Number. Your social security number is requested. It may not be copied except for official purposes and is exempt from the provisions of the Mississippi Public Records Act (Miss. Code Ann. § 23-15-47 [1972]).

7. Choice of Party. You do not have to register with a party if you want to take part in that party's primary election, caucus, or convention.

8. Race or Ethnic Group. You are requested to fill in this box. See the list of choices under the Application Instructions for Box 8 (on page 2).

9. Signature. To register in Mississippi you must:

- be a citizen of the United States
- have lived in Mississippi and in your county (and city, if applicable) 30 days before the election in which you want to vote
- be 18 years old by the time of the general election in which you want to vote
- have not been convicted of murder, rape, bribery, theft, arson, obtaining money or goods under false pretense, perjury, forgery, embezzlement, or bigamy, or have had your rights restored as required by law
- not have been declared mentally incompetent by a court

Mailing address:

Secretary of State
P.O. Box 136
Jackson, MS 39205-0136

Missouri

6. ID Number. Your social security number is requested. Any tapes, printouts or mailing labels provided under this section shall not include the telephone numbers and social security numbers of voters (115.157 RSMO).

7. Choice of Party. You do not have to register with a party if you want to take part in that party's primary election, caucus, or convention.

8. Race or Ethnic Group. Leave blank.

9. Signature. To vote in Missouri you must:

- be a citizen of the United States
- be a resident of Missouri
- be at least 17-1/2 years of age (you must be 18 to vote)
- not be on probation or parole after conviction of a felony, until finally discharged from such probation or parole
- not be convicted of a felony or misdemeanor connected with the right of suffrage
- not be declared incompetent by any court of law
- not be confined under a sentence of imprisonment

Mailing address:

Secretary of State
P.O. Box 778
Jefferson City, MO 65102

Montana

6. ID Number. Leave blank. However, your election administrator may request an ID number at a later date.

7. Choice of Party. You do not have to register with a party if you want to take part in that party's primary election, caucus, or convention.

8. Race or Ethnic Group. Leave blank.

9. Signature. To register in Montana you must:

- be a citizen of the United States
- be at least 18 years old on or before the election
- be a resident of Montana and of the county in which you want to vote for at least 30 days before the next election
- not be in a penal institution for a felony conviction
- not currently be determined by a court to be of unsound mind
- meet these qualifications by the next election day if you do not currently meet them

Mailing address:

Secretary of State's Office
P.O. Box 202801
State Capitol
Helena, MT 59620-2801

Nebraska

6. ID Number. Leave blank.

7. Choice of Party. You must register with a party if you want to take part in that party's primary election, caucus, or convention.

8. Race or Ethnic Group. Leave blank.

9. Signature. To register in Nebraska you must:

- be a citizen of the United States
- live in the State of Nebraska
- be at least 18 years of age or will be 18 years of age on or before the first Tuesday after the first Monday of November
- not have been convicted of a felony, or if convicted, have had your civil rights restored
- not have been officially found to be mentally incompetent

Mailing address:

Nebraska Secretary of State
Suite 2300, State Capitol Bldg.
Lincoln, NE 68509-4608

Nevada

6. ID Number. Your social security, Nevada driver's license, or ID card number is required. The social security number will be used for administrative purposes. Registration records, including social security numbers are available for public inspection (NRS 293.507 [4A]).

7. Choice of Party. You must register with a party if you want to take part in that party's primary election, caucus, or convention.

8. Race or Ethnic Group. Leave blank.

9. Signature. To register in Nevada you must:

- be a citizen of the United States
- have attained the age of 18 years on the date of the next ensuing election
- have continuously resided in the State of Nevada, in your county, at least 30 days and in your precinct at least 10 days before the next ensuing election
- not currently be laboring under any felony conviction or other loss of civil rights that would make it unlawful for you to vote
- not be determined by a court of law to be mentally incompetent
- claim no other place as your legal residence

Mailing address:

Secretary of State
Capitol Complex
Carson City, NV 89710

New Hampshire

New Hampshire town and city clerks will accept this application only as a request for their own absentee voter mail-in registration form. You need to fill in only Box 1 and Box 2 or 3.

The application should be mailed either to your town or city clerk at your zip code or to:

State House, Room 204
Concord, NH 03301

It should be mailed in plenty of time for your town or city clerk to mail you their own form and for you to return that form to them by 10 days before the election.

New Jersey

6. ID Number. Leave blank.

7. Choice of Party. You do not have to register with a party if you want to take part in that party's primary election.

8. Race or Ethnic Group. Leave blank.

9. Signature. To register in New Jersey you must:

- be a citizen of the United States
- be at least 18 years of age by the time of the next election
- be a resident of this State and county at your address at least 30 days before the next election
- not be serving a sentence or on parole or probation as the result of a conviction of any indictable offense under the laws of this or another state or of the United States

Mailing address:

Office of the Secretary of State
Election Division
CN 304
Trenton, NJ 08625-9983

New Mexico

6. ID Number. Your social security number is required. This registration card containing your social security number will become part of the permanent voter registration records of your locality, which are open to inspection by the public in the office of the county clerk. Computerized listings of limited voter registration information (without social security number or birth date) are available to the general public, and are furnished upon request to incumbent election officeholders, candidates, political parties, courts and non-profit organizations promoting voter participation and registration, for political purposes only (§1-5-19B, NMSA 1978).

7. Choice of Party. You must register with a party if you want to take part in that party's primary election, caucus, or convention.

8. Race or Ethnic Group. Leave blank.

9. Signature. To register in New Mexico you must:

- be a citizen of the United States
- be a resident of the State of New Mexico
- be 18 years of age at the time of the next election
- not have been denied the right to vote by a court of law by reason of mental incapacity or felony conviction

Mailing address:

Bureau of Elections
State Capitol, Room 419
Santa Fe, NM 87503

New York

6. ID Number. Leave blank.

7. Choice of Party. You must enroll with a party if you want to vote in that party's primary election or caucus.

8. Race or Ethnic Group. Leave blank.

9. Signature. To register in New York you must:

- be a citizen of the United States
- be a resident of the county, or of the City of New York, at least 30 days before an election
- be 18 years old by December 31 of the year in which you file this form (*Note:* You must be 18 years old by the date of the general, primary, or other election in which you want to vote)
- not be in jail or on parole for a felony conviction
- not currently be judged incompetent by order of a court of competent judicial authority
- not claim the right to vote elsewhere

Mailing address:

NYS Board of Elections
Swan Street Bldg., Core 1
6 ESP Suite 201
Albany, NY 12223-1650

North Carolina

6. ID Number. Your driver's license, or Department of Motor Vehicles ID number is requested.

7. Choice of Party. You must register with a party if you want to take part in that party's primary election.

8. Race or Ethnic Group. You are required to fill in this box. However, your application will not be rejected if you fail to do so. See the list of choices under the Application Instructions for Box 8 (on page 2).

9. Signature. To register in North Carolina you must:

- be a citizen of the United States
- be a resident of North Carolina and the county in which you live for at least 30 days prior to the election
- be 18 years of age by the day of the next general election
- have your rights of citizenship restored if you have been convicted of a felony
- not be registered or vote in any other county or state

Mailing address:

State Board of Elections
P.O. Box 2169
Raleigh, NC 27602

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State Instructions

North Dakota

North Dakota does not have voter registration.

Ohio

6. ID Number. Your social security number is requested. Providing this number is voluntary. This information allows the Board of Elections to verify your registration if necessary (O.R.C. 3503.14).

7. Choice of Party. You do not register with a party if you want to take part in that party's primary election, caucus or convention. Party affiliation is established by voting at a primary election.

8. Race or Ethnic Group. Leave blank.

9. Signature. To register in Ohio you must:

- be a citizen of the United States
- be a resident of Ohio for at least 30 days before the election
- be 18 years old on or before election day. If you will be 18 on or before the day of the general election, you may vote in the primary election.
- not be convicted of a felony and currently incarcerated
- not be found incompetent by a court for purposes of voting

Mailing address:

Secretary of State of Ohio
30 E. Broad Street — 14th Floor
Columbus, OH 43266-0418

Oklahoma

6. ID Number. Your Oklahoma driver's license number is requested.

7. Choice of Party. You must register with a party if you want to take part in that party's primary election, caucus, or convention.

8. Race or Ethnic Group. Leave blank.

9. Signature. To register in Oklahoma you must:

- be a citizen of the United States and a resident of the State of Oklahoma
- be 18 years old on or before the date of the next election
- have not been convicted of a felony, for which a period of time equal to the original sentence has not expired, or for which you have not been pardoned
- not now be under judgment as an incapacitated person, or a partially incapacitated person prohibited from registering to vote

Mailing address:

Oklahoma State Election Board
Box 528800-8800
Oklahoma City, OK 73152

Oregon

6. ID Number. Leave blank.

7. Choice of Party. You must register with a party if you want to take part in that party's primary election.

8. Race or Ethnic Group. Leave blank.

9. Signature. To register in Oregon you must:

- be a citizen of the United States
- be a resident of Oregon
- be at least 18 years old by election day

Mailing address:

Secretary of State
Elections Division
255 Capitol Street, N.E.
Salem, OR 97310-0722

Pennsylvania

6. ID Number. Leave blank.

7. Choice of Party. You must register with a party if you want to take part in that party's primary election.

8. Race or Ethnic Group. You are requested to fill in this box. See the list of choices under the Application Instructions for Box 8 (on page 2).

9. Signature. To register in Pennsylvania you must:

- be a citizen of the United States
- be a resident of Pennsylvania and your election district at least 30 days before the next election in which you wish to vote
- be at least 18 years old on the day of the next ensuing primary or election

Mailing address:

Office of the Secretary of the Commonwealth
Room 302
North Office Bldg.
Harrisburg, PA 17120-0029

Rhode Island

6. ID Number. Leave blank.

7. Choice of Party. You must register with a party if you want to take part in that party's primary election, caucus, or convention.

8. Race or Ethnic Group. Leave blank.

9. Signature. To register in Rhode Island you must:

- be a citizen of the United States
- be a resident of Rhode Island for 30 days preceding the next election
- be 18 years old by election day
- be neither serving a sentence, including probation or parole, for which you were imprisoned, upon final conviction of a felony imposed on any date; nor serving any sentence, whether incarcerated or suspended, on probation or parole, upon final conviction of a felony committed after November 5, 1986
- not have been lawfully judged to be mentally incompetent

Mailing address:

Rhode Island State Board of Elections
50 Branch Ave.
Providence, RI 02904-2790

BEST COPY AVAILABLE

South Carolina

6. ID Number. Your social security number is required. It is required by the South Carolina Code of Laws and is used for internal purposes only. Social security number does not appear on any report produced by the State Election Commission nor is it released to any unauthorized individual.

7. Choice of Party. You do not have to register with a party if you want to take part in that party's primary election, caucus, or convention.

8. Race or Ethnic Group. You are required to fill in this box. However, your application will not be rejected if you fail to do so. See the list of choices under the Application Instructions for Box 8 (on page 2).

9. Signature. To register in South Carolina you must:

- be a citizen of the United States
- be at least 18 years old on or before the next election
- be a resident of South Carolina, your county and precinct
- not be confined in any public prison resulting from a conviction of a crime
- never have been convicted of a felony or offense against the election laws, or if previously convicted, have served your entire sentence, including probation or parole, or have received a pardon for the conviction
- not be under a court order declaring you mentally incompetent
- claim the address on the application as your only legal place of residence and claim no other place as your legal residence

Mailing address:

State Election Commission
P.O. Box 5987
Columbia, SC 29250-5987

South Dakota

6. ID Number. Your driver's license number is required. If you have no such number, your social security number is requested. Your social security number will be used for administrative purposes but will be available to the public (ARSD 5:02:03:01).

7. Choice of Party. You must register with a party if you want to take part in that party's primary election, caucus, or convention.

8. Race or Ethnic Group. Leave blank.

9. Signature. To register in South Dakota you must:

- be a citizen of the United States
- reside in South Dakota
- be 18 years old by the next election
- not be under a sentence of imprisonment for a felony conviction
- not have been adjudged mentally incompetent by a court

Mailing address:

Elections, Secretary of State
500 E. Capitol
Pierre, SD 57501-5070

Tennessee

6. ID Number. Your social security number is required. Social security number, if any, is required for purposes of identification and to avoid duplicate registration (TCA 2.2.116).

7. Choice of Party. You do not have to register with a party if you want to take part in that party's primary election, caucus, or convention.

8. Race or Ethnic Group. You are requested to fill in this box. See the list of choices under the Application Instructions for Box 8 (on page 2).

9. Signature. To register in Tennessee you must:

- be a citizen of the United States
- be a resident of Tennessee
- be at least 18 years old on or before the next election
- not have been convicted of a felony, or if convicted, have had your full rights of citizenship restored (or have received a pardon)
- not be adjudicated incompetent by a court of competent jurisdiction (or have been restored to legal capacity)

Mailing address:

Coordinator of Elections
Secretary of State's Office
500 James K. Polk Bldg.
Nashville, TN 37243-0309

Texas

6. ID Number. Your social security number and Texas driver's license number or personal ID number (issued by the Texas Department of Public Safety) is requested. The disclosure of all of these numbers is voluntary. It is solicited by authority of Sec. 13.122 of the Texas Election Code and will be used to maintain the accuracy of the registration records. The application is open to the public.

7. Choice of Party. You do not have to register with a party if you want to take part in that party's primary election, caucus, or convention.

8. Race or Ethnic Group. Leave blank.

9. Signature. To register in Texas you must:

- be a citizen of the United States
- be a resident of the county in which the application for registration is made
- be at least 17 years and 10 months old (you must be 18 to vote)
- not be convicted of a felony or have been pardoned or otherwise released from the resulting disabilities
- have not been declared mentally incompetent by final judgment of a court of law

Mailing address:

Office of the Secretary of State
Elections Division
P.O. Box 12060
Austin, TX 78711-2060

Utah

6. ID Number. Your date of birth serves as your ID number, and is required. Write it in this box or in Box 4.

7. Choice of Party. You must register with a party if you want to take part in that party's primary election.

8. Race or Ethnic Group. Leave blank.

9. Signature. To register in Utah you must:

- be a citizen of the United States
- have resided in Utah for 30 days immediately before the next election
- be at least 18 years old on or before the next election
- not be convicted of treason or crime against the elective franchise, unless restored to civil rights
- not be found to be mentally incompetent by a court of law

Mailing address:

Office of the Lieutenant Governor
203 State Capitol
Salt Lake City, UT 84114

State Instructions

Vermont

6. ID Number. Leave blank.

7. Choice of Party. Vermont does not require party registration to participate in any election.

8. Race or Ethnic Group. Leave blank.

9. Signature. To register in Vermont you must:

- be a citizen of the United States
- be a resident of Vermont
- be 18 years of age on or before election day
- solemnly swear (or affirm) that whenever you give your vote or suffrage, touching any matter that concerns the state of Vermont, you will do it so as in your conscience you shall judge will most conduce to the best good of the same, as established by the Constitution, without fear or favor of any person [Freeman's oath, Vermont Constitution, Chapter II, Section 42]

Mailing address:

Office of the Secretary of State
Director of Elections
109 State Street
Montpelier, VT 05609-1101

Virginia

6. ID Number. Your social security number is required. Your social security number will appear on reports produced only for official use by voter registration and election officials and, for jury selection purposes, by courts. Article II, §2, Constitution of Virginia (1971).

7. Choice of Party. You do not have to register with a party if you want to take part in that party's primary election, caucus, or convention.

8. Race or Ethnic Group. Leave blank.

9. Signature. To register in Virginia you must:

- be a citizen of the United States
- be a resident of Virginia and of the precinct in which you want to vote
- be 18 years old by the next election
- not have been convicted of a felony, or have had your civil rights restored
- not currently be declared mentally incompetent by a court of law

Note: Virginia, by law, cannot accept this form until after Jan. 1, 1996.

Mailing address:

State Board of Elections
200 N. 9th Street, Suite 101
Richmond, VA 23219-3497

Washington

6. ID Number. Leave blank.

7. Choice of Party. You do not have to register with a party if you want to take part in that party's primary election, caucus, or convention.

8. Race or Ethnic Group. Leave blank.

9. Signature. To register in Washington you must:

- be a citizen of the United States
- be a legal resident of Washington State, your county and precinct for 30 days immediately preceding the election in which you want to vote
- be at least 18 years old by election day
- not be convicted of infamous crime, unless restored to civil rights
- not be judicially declared mentally incompetent

Mailing address:

Secretary of State
Voter Registration by Mail
P.O. Box 40230
Olympia, WA 948504-0230

West Virginia

6. ID Number. The last four digits of your social security number are requested.

7. Choice of Party. You must register with a party if you want to take part in that party's primary election, caucus, or convention (unless you request the ballot of a party which allows independents to vote).

8. Race or Ethnic Group. Leave blank.

9. Signature. To register in West Virginia you must:

- be a citizen of the United States
- live in West Virginia at the above address
- be 18 years old, or be 17 years old and turning 18 years old before the next general election
- not be under conviction, probation, or parole for a felony, treason or election bribery
- not have been judged "mentally incompetent" in a court of competent jurisdiction

Mailing address:

Secretary of State
Building 1, Suite 157-K
1900 Kanawha Blvd. East
Charleston, WV 25305-0770

Wisconsin

6. ID Number. Leave blank. However, if you submit this application on election day, you will be asked to provide a form of identification.

7. Choice of Party. You do not have to register with a party if you want to take part in that party's primary election, caucus, or convention.

8. Race or Ethnic Group. Leave blank.

9. Signature. To register in Wisconsin you must:

- be a citizen of the United States
- be a resident of Wisconsin for at least 10 days
- be 18 years old
- not have been convicted of treason, felony or bribery, or have had your civil rights restored
- not have been found by a court to be incapable of understanding the objective of the electoral process
- not make or benefit from a bet or wage depending on the result of an election

Mailing address:

State Elections Board
132 E. Wilson Street, 3rd Floor
P.O. Box 2973
Madison, WI 53701-2973

Wyoming

Wyoming will not let you use this application for registering to vote in that state.